

**Special points of interest:**

- Legislative Session Ends March 1st
- MVRC Meets March 6th.
- State Surplus Auction Being Held March 31st.
- Fleet Operations Customer Service Seminar April 19th.

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## The Division of Fleet Operations Reminds Everyone To Drive Friendly



With the road construction going on around the valley it seems everybody is experiencing a touch of "road rage". Even State employees. It seemed an appropriate time to remind everyone, that when you get behind the wheel of a State Vehicle, the vehicle is marked and everyone on the road is watching how you drive and where you go. License plate numbers help rack any complaints made against state drivers. (And Joe Q. Public knows it.) All complaints are forwarded to the driver's supervisor for investigation. Complaints are usually concerning poor driving habits or inappropriate use of a state owned vehicle. Drivers are given the opportunity to respond to any complaint about their driving, or use of a state-owned vehicle in their possession.

Although many complaints are in response to

employee's doing their jobs, such as transporting minor children to and from school and appointments, there are also many valid and disturbing complaints. An example of such a complaint recently came to the attention of the Division of Fleet Operations. A driver of a state-owned vehicle not only ran another driver off the road along the I-15 construction area, but he then turned and gave the driver of the other vehicle the bird as he speed away. Actions of this nature can result in the loss of driving privileges.

"The opportunity to use a state vehicle comes with a responsibility and a trust. The Motor Pool operation is funded with public dollars. The Motor Pool vehicles bear the state seal and official license plates.

These markings rep-

resent the authority and the dignity of the State of Utah," reminds Raylene Ireland, Executive Director of Administrative Service, in a pamphlet listing all rules related to the use of a state vehicle.

It is true that many of the complaints that are made are unfounded or blown out of proportion. However, the following actions should be avoided while driving a state vehicle:

- Driving while talking on a cell-phone,
- Driving while applying make-up,
- Speeding,
- Aggressive driving,
- Using state a vehicle for personal business,
- Illegal parking and
- making lewd gestures at other drivers.

"All of us who drive state vehicles have the trust to use the vehicles in an appropriate manner. The presence of a Motor Pool vehicle on the highway or parked at a location sends a message to citizens that the driver of the vehicle is on an errand of official business. Good judgment must always be used to see that vehicles are used and operated in a manner that is consistent with the official business for which they were authorized - and to keep faith with citizens that public resources are carefully and wisely used," said

## Daily Rental Procedures Change March 2000

As the daily rental busy season begins for the year 2000, the Division of Fleet Operations/Motor Pool are implementing new and enforcing some old policies. The changes will begin April 1st.

The most notable change will be the use of the M-98 form. This form is similar to a rental contract used by private vehicle rental companies. Customers of the daily pool will now be able to verify the condition of the vehicle prior to their rental. By signing the M-98 form the customer is accepting responsibility for the care of the vehicle while in their possession. This new policy will eliminate the possibility of the customers being charged for damages to a vehicle which happened while in the possession of a different individual.

Because the new program requires an employee of the Motor Pool and the customer to do a "walk around" the vehicle before and after use, after hours drop-offs will no longer be allowed. Customer will have to make arrangements to return the vehicle during normal office hours. For customer convenience the Motor Pool is open from 7:00 a.m. to 5:30 p.m. Monday through Friday. Customers are encouraged to consider this change when scheduling the return date of the reservation. If the reservation will need to be returned after the weekend and it will not be used for any reason during the weekend, the reservations personnel should be notified so extra charges will not be ac-

cessed to your bill.

Other changes will include the enforcing of procedures that have been forgotten in recent years. Returning the vehicle completely full of fuel, and furnishing the correct mileage when fueling and upon return is being enforced for several reasons. The most important is the convenience of the next renter. Since there is not a fueling site at the Motor Pool, if a vehicle is returned with less than a full tank, chances are it will be given to the next customer in the same condition. If this happens the new customer will be asked to save the receipt when they re-fill beginning their trip, and the driver who had the vehicle before will be charged a pre-gallon fee on their rental charge.

Reporting correct mileage is required not only because it is needed for billing purposes, but for tracking oil changes and other maintenance and replacement issues.

Requiring customers to present a valid drivers license when picking-up a reserved vehicle will again be enforced. Drivers that do not have a license with them at pick-up will be refused. State law states that persons operating a motor vehicle shall have a valid drivers license on their person, and state employees are no exception.

Other changes to the daily rental policies will soon be available for view on the Administrative Rules web-page, the rule reference is R27-3, at <http://rules.state.ut.us>.

**Changes Begin  
March 1st.**

**Fleet Operations Deputy Director, Margaret Haacke and Salt Lake City Mayor, Rocky Anderson, sign document renewing their commitment to the Clean Cities Coalition for five more years at the Alternative Fuel Vehicle celebrations held February 22nd at the S.O.B.**



# Surplus Success...

## U.V.S.C. Fire & Rescue Academy Has All The Right Stuff For Utah Safety Training.

If creativity and hard work are the "right stuff" for training Utah's fire and rescue personnel, then Utah Valley State College (UVSC) has it in Director Steve Lutz and Assistant Director for Support Services Dan Crowbridge. This team has been fixing, building and inventing everything from classrooms to hazardous waste spills for more than ten years with less than "enough money", and a little help from the Surplus Property team.

Lutz came to the UVSC Utah Fire and Rescue Academy in 1988, after serving several years as a volunteer Fire Fighter in Brian Head Utah. Along his experience as a Fire Fighter, he brought the knowledge of the Surplus Property Program and how to use it to fulfill the needs of the Academy while staying within their limited budget.

"Surplus has been a real benefit to us here," he said. "The kinds of things that we have bought, since I've been here, has been everything from office furniture to vehicles to all sorts of raw materials that we use to build training props. A lot of times it's a matter of 'ya know I think we can use that for a live fire prop' and kind'a buy it on speculation that you will be able to use it, and by in large we really have."

Along with training the student enrolled at UVSC, the Academy also travels throughout the state training and certifying volunteer fire fighters. The Academy certifies fire fighters at 14 different levels from entry level to officers and investigators. Emer-



Steve Lutz shows off a Hazardous Waste Training devise make w/Surplus Property.

gency Medical Technicians and Hazardous Waste Clean up is also taught through the Academy.

"We've got a whole series of semi-trailers and props that we haul all around, it's kind'a, the circus comes to town," Lutz said.

The Academy trainers load the semi-trucks with live fire props, self-contained breathing apparatus and extra fire safety gear, much of which was obtained through the State and Federal Surplus Programs. The training kits are packed on metal pallets, bought through the Surplus Program, and placed in the trailers for shipping to the class site.

"The problem is that we are so specialized that a lot of times it's difficult to get a contractor to even be interested in what we're doing," he said. "We're sort of on the cutting edge of fire fighting, we're inventing things as we go along."

One particularly innovative training prop is used for

hazardous waste clean-up training. By utilizing a surplus tank, boat trailer a pump system, the team has created a spill simulator. Prior to the creation of the simulator, training was done by "imagination".

The team is currently working on a fire simulator that is being built from a surplus multi-head propane pump. They have taken liquor store shelving and turned it into storage compartments for the students to keep their personal items during class. They have even been known to light office furniture on fire after it has out lived its usefulness.

"You could almost say we take advantage of the system," Crowbridge said. "We go up [to Surplus Property] and see possibilities. Where people look at something and see a piece of junk, we look and see something that could help us deliver training or improve the way we do the training. We look at things not as what it is, but what it can be."

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